

<p style="text-align: center;"><b>KENTUCKY CORRECTIONS</b> Policies and Procedures</p>	<p>Policy Number</p> <p style="text-align: center;">15.5</p> <p>Date Filed</p> <p style="text-align: center;">October 14, 2005</p>	<p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">February 3, 2006</p>
<p>References/Authority</p> <p>KRS 197.045 and 197.020 CPP 15.2</p>	<p>Subject</p> <p style="text-align: center;"><b>RESTORATION OF FORFEITED GOOD TIME</b></p>	

## I. DEFINITIONS

None

## II. POLICY and PROCEDURES

Corrections shall provide guidelines and procedures for the restoration of good time which has been lost as the result of rule violations in order to promote an incentive for improved behavior and adjustment.

- A. Good time loss resulting from any Category III through Category VI rule violation, as described in CPP 15.2, may be restored.
- B. Good time loss resulting from any Category VII rule violation, as described in CPP 15.2, shall not be subject to restoration.
- C. Meritorious good time that was forfeited shall not be subject to restoration.
- D. Recommendations for restoration of forfeited good time shall be a function of the institutional Classification Committee or a subcommittee designated by the Classification Committee.

If a subcommittee is responsible for good time restoration, the membership shall be composed of no less than two (2) persons. There shall be representatives from both custody and program services. A person of supervisory rank shall serve as chairperson.

- E. An inmate may be reviewed for restoration of forfeited good time six (6) months after conviction of any Category III or above offense, with the exceptions noted in section II, B and C. The following criteria shall be met:
  1. The inmate has completed six (6) consecutive months at a Corrections institution, community center, contract facility, or in a controlled intake jail facility.

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2. During these six (6) consecutive months, the inmate shall not have received a conviction for a Category III or above offense while housed in an institution. Time spent in jail as a parole violator shall not count toward the six (6) consecutive months required for review.
  3. While the inmate has been incarcerated at a controlled intake or local facility, an incident has not occurred in jail similar to a Category III or above incident as evidenced by: (a) documentation on the inmate record, (b) additional conviction for any crime committed while housed as a controlled intake inmate, or (c) other means of verification.
  4. Application for good time restoration may be made by the inmate through the supervising Classification and Treatment Officer or Probation and Parole Officer.
  5. Application for restoration of good time may be made only once in any ninety (90) day period. If approved, the effective date shall be the date of the committee's recommendation.
- F. A maximum of ten (10) days good time may be restored for each month since conviction of a Category III or above offense. For example, six (6) months after conviction of a Category III or above offense, a maximum of sixty (60) days good time may be restored; after nine (9) months, a maximum of ninety (90) days may be restored.
- If an inmate is returned as a parole violator, time spent in custody prior to his release on parole shall not count toward the six (6) consecutive months required for review.
- G. If the committee does not grant restoration, it shall give the inmate a written reason for not granting good time restoration and place a copy in the inmate record file.
- H. Recommendations for restoration shall be prepared on a "Restoration of Good Time" form.
1. The Warden, Facility Director or Local Facilities staff shall approve or disapprove the recommendation. If disapproved, a written reason shall be provided as in Section G.
  2. If approved, two (2) restoration forms shall be forwarded to the institution. Forms for controlled intake and Class D inmates shall be submitted to Community Services and Local Facilities.

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3. Central Office shall be given fifteen (15) working days from the date of receipt for review and calculation of an approved recommendation. Further, any recommendation shall be amended to ensure that the conditional release date does not precede the above fifteen (15) day review process.

A good time restoration shall not become final until the Central Office staff completes its review.

4. Upon approval or disapproval by Institutions, or Community Services and Local Facilities, the paperwork shall be forwarded to Offender Information.

- a. The original form shall be placed in the Central Office file.

- b. A copy shall be returned to the institution with a copy of the updated resident record card if release is within thirty (30) days.

- I. Even though an inmate may receive approval for restoration of statutory good time, Corrections shall retain authority to void or adjust the amount of the restoration at any time during the inmate's incarceration if a review of the record reveals the restoration or calculation is erroneous.

**KENTUCKY CORRECTIONS CABINET**  
**APPLICATION FOR RESTORATION OF GOOD TIME**

INSTITUTION \_\_\_\_\_ (1) \_\_\_\_\_ DATE \_\_\_\_\_ (2) \_\_\_\_\_

The record of \_\_\_\_\_ (3) \_\_\_\_\_ # \_\_\_\_\_ (4) \_\_\_\_\_  
was reviewed in accordance with CPP 15.5 and it is recommended that his good time be restored in the  
amount of \_\_\_\_\_ (5) \_\_\_\_\_ days.

Date of Good Time Loss \_\_\_\_\_ (6) \_\_\_\_\_ Amount of Good Time Loss \_\_\_\_\_ (7) \_\_\_\_\_

Offense for which Good Time was forfeited \_\_\_\_\_ (8) \_\_\_\_\_

(9) ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Chairperson, Good Time Restoration Committee \_\_\_\_\_ (11)  
Date

Comments: \_\_\_\_\_ (12) \_\_\_\_\_  
\_\_\_\_\_

(13) ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Institutional Warden or Jailer \_\_\_\_\_ (15)  
Date

Comments: \_\_\_\_\_ (16) \_\_\_\_\_  
\_\_\_\_\_

(17) ☐ Approved ☐ Disapproved

\_\_\_\_\_  
Deputy Commissioner \_\_\_\_\_ (19)  
Date

Comments: \_\_\_\_\_ (20) \_\_\_\_\_  
\_\_\_\_\_

Note: Upon completion, original and one copy to Offender Information, Central Office. If denied, at any level, a copy of this form shall be provided to the inmate and the original be placed in the inmate master file.

**APPLICATION FOR RESTORATION OF GOOD TIME**

PURPOSE: To document application, review and recommendation for restoration of Good Time.

1. Name of the institution.
2. Date of application.
3. Inmate's name.
4. Inmate's number.
5. Number of days Good Time to be restored to inmate.
6. Date of Good Time loss.
7. Total amount of Good Time loss.
8. Offense for which Good Time was forfeited.
9. Check appropriate box for approval or disapproval.
10. Signature of Chairperson of the Good Time Restoration Committee.
11. Date of approval at this level.
12. Comments from the Chairperson.
13. Check appropriate box for approval or disapproval.
14. Signature of Institutional Warden or Jailer.
15. Date of approval at this level.
16. Comments from the Warden or Jailer.
17. Check appropriate box for approval or disapproval.
18. Signature of Deputy Commissioner.
19. Date of approval.
20. Comments from the Deputy Commissioner.